

# CURRICULUM VITAE

## **MALKEET SINGH**

**Ward no 06, Shakti Nagar  
Cheeka Teh. Guhla, Distt. Kaithal  
(Haryana) (at present live in Kurukshetra)  
MOBILE: 82956-77173, 74044-64900**



### **CAREER OBJECTIVE:**

- To attain a position especially in a people-oriented organization where there is a need to assure cooperative effort through the use of sound planning and strong administration to achieve goals.

### **ACADEMIC QUALIFICATION:**

- 10<sup>th</sup> from H.B.S.E.in year 1998
- 12<sup>th</sup> from H.B.S.E.in year 2000
- B. A From KUK in year 2003
- M. A History from KUK in year 2005
- MBA from GJU HISAR in Year 2009
- M. A English from IASE I year 2011
- B. Lib From MKU in year 2013
- Diploma in Computer science From Hartron in year 2003

### **COMPUTER KNOWLEDGE**

- Excellent Knowledge of computer.

### **WORK EXPERIENCE:**

- Working as a Partner cum chief Administrative Officer in PEE EMM institute From 01 March 2015 to till Date. (Monthly earning Rs. 45000/-)
- Worked as a Office supervisor in Atma Ram Rice & Gen. Mills Cheeka From 01 April 2021 to 31 March 2022.
- Worked as a School Manager (Administrative & Transport Head) in SD Sr Sec School Cheeka From 01 Oct 2006 to 23 Jan 2015.

### **PERSONAL SKILL:**

- Good Communication skills
- Can work in team as well as individually.
- Excellent Knowledge of Top Management.

### **STRENGTH:**

- Disciplined able to take initiative high aptitude.
- Focused

### **HOBBIES AND INTERESTS:**

- Reading News paper
- Reading books

### **PERSONAL INFORMATION:**

- Date of Birth : 03/04/1980
- Father Name : Sh.Ram Singh
- Marital Status : Married
- Nationality : Indian
- Language Known : English, Hindi and Punjabi

### **SELF PROFILE**

I am fond of learning new things, I am a fast learner and I have a spirit to achieve and a passion to perform excellence.

**DATE:**\_\_\_\_\_

**PLACE:**\_\_\_\_\_

**(Malkeet Singh)**